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17 September 1971

MEMORANDUM FOR: Director of Training

SUBJECT : Support School Weekly Report

A. ADMINISTRATIVE TRAINING

1. Field Finance and Logistics

Eleven students are in the final week of the FF&L Course which will end 17 September 1971.

2. Experimental Group III

The nine members of Experimental Group III will report for duty in the Agency on 20 September 1971. Since the CSC was unable to arrange a suitable schedule for these individuals in their "upward mobility" training program, the Clerical Training Faculty will begin a training program for them starting 27 September 1971.

3. Administrative Procedures

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On 14 September Mrs. [] was briefed by [] and other members of Information Processing/ISD on the new automated system of verifying operational dispatches for input into the CS records system. This new information will be incorporated into the Administrative Procedures course.

4. Special Briefing

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In the briefing of the two [] Officials on 14 September considerable interest was shown in the training of clerical personnel. The size and arrangement of the classrooms we use was of particular concern. Because of this interest we suggested a tour of our clerical training area in Ames Building but, unfortunately, WH Division disapproved of the proposed tour. Selected unclassified course outlines, including detailed information on the Managerial Grid, were given to the officers at their request.

B. MANAGEMENT TRAINING

1. Fundamentals of Supervision and Management

The first presentation of this new five-day course began on 13 September with an enrollment of 33 representing all Directorates and having a grade range of GS-06 through GS-13. Particular emphasis is being placed

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on participation by the students in a variety of practical exercises. Reaction at the three-quarter mark seems to be favorable.

2. Advanced Management (Planning)

The course scheduled for the week of 3 October was cancelled because of insufficient registration. The final tally at the time of the deadline on 10 September was only 14 and our minimum is 24. The next AM(P) is scheduled to begin 14 November. As customary, registrants for the cancelled course will have first opportunity to enroll for the November running.

3. Performance Appraisal Workshop

A special workshop (1 1/2 days) for 21 members of the Foreign Missile and Space Analysis Center was conducted on 9-10 September. The FMSAC session was the third in a series of special workshops given on request by a particular office. The FMSAC Training Officer has advised that his preliminary survey of critiques indicates a distinctly favorable reaction by participants.

4. DELPHI

All arrangements have now been completed for the presentation of an illustrative exercise on 21 September to participants in the new Senior Intelligence Seminar. The exercise, comprising three rounds of sessions, contains nine questions, one of which is composed of seven parts. The effort has been coordinated with the Chief of the Seminar and the Director of Training.

C. GENERAL

1. Miss [] Training Assistant on the Clerical Training Faculty, is attending Trends & Highlights 13 - 17 September.

2. At the suggestion of Mrs. [] a rheostat has been installed to control the lights in Classroom 207. This should overcome difficulties that students have been having in seeing the letters on the back of the Student Responder Units after the overhead fluorescent lights are turned off while the slide projector is in use.

3. On the afternoon of 10 September 1971 Mr. [] visited the Civil Service Commission Training Center at Thomas Circle in Washington, D.C. This was the occasion of an Open House held at the Center. Mr. [] visited the classrooms and heard descriptions

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of the programs to be offered. The Commission has installed an impressive array of training equipment such as video tape, individual A. B. Dick monitors, and a Norelco tape deck with individual listening stations. These will be used in classes concerned with both clerical skills and office practice. The training rooms are carpeted and have acoustical tile as well as attractive, colorful furniture and harmonizing drapes.

4. It is of interest to note that the "lean years" seem to be having an impact on outside management consultants. [redacted]

[redacted] called the Support School recently with an enthusiastic "sell" on a management training design his company would like to offer the Agency. The course, one week in length, carries a price tag of \$150.00 per student which covers the cost of classrooms, software, and instruction. The substance of the program appears to be little different from that which the Management Training Faculty offers in its courses. We told [redacted] that it is unlikely that we can undertake this type of external training under the present general conditions of austerity.

[redacted]

Chief, Support School, TR

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